

ARIZONA HOUSE OF REPRESENTATIVES  
Fifty-third Legislature – First Regular Session

HOUSE ADMINISTRATION COMMITTEE

MINUTES RECEIVED  
CHIEF CLERK'S OFFICE

5/18/17

Report of Interim Meeting  
Thursday, May 18, 2017  
House Hearing Room 4

Convened 10:13 a.m.  
Recessed  
Reconvened  
Adjourned 11:14 a.m.

Members Present

Mrs. Blanc  
Mrs. Fernandez  
Mr. Leach  
Ms. Townsend  
Mr. Shope, Chairman

Members Absent

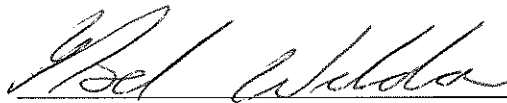
Agenda

Original Agenda - 1

Presentations

Speaker Mesnard asked the committee for recommendations for front lobby area, for the next meeting and a suggestion for wifi at the Tucson office was made.

<u>Name</u>	<u>Organization</u>	<u>Attachments(Handouts)</u>
Air Quality Report		2
Travel Policy		3
Committee Attendance		4



Noel Weldon, Committee Secretary  
May 18, 2017

(Original attachments on file in the Office of the Chief Clerk; video archives available at <http://www.azleg.gov>)

Convened: 10:13 am  
Adjourned: 11:14 am

Interim agendas can be obtained via the Internet at <http://www.azleg.gov/Interim-Committees>

## ARIZONA STATE LEGISLATURE

### INTERIM MEETING NOTICE OPEN TO THE PUBLIC

#### HOUSE ADMINISTRATION COMMITTEE

**Date:** Thursday, May 18, 2017

**Time:** 10:00 A.M.

**Place:** HHR 4

#### AGENDA

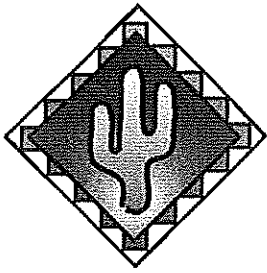
1. Call to Order
2. Travel Policy
3. Air Quality Report

#### Members:

Representative Thomas R. Shope, Chair  
Representative Isela Blanc  
Representative Charlene R. Fernandez  
Representative Vince Leach  
Representative Kelly Townsend

5/16/17  
JY

People with disabilities may request reasonable accommodations such as interpreters, alternative formats, or assistance with physical accessibility. If you require accommodations, please contact the Chief Clerk's Office at (602) 926-3032 or through Arizona Relay Service 7-1-1.



# HUTZEL & ASSOCIATES, INC.

INDUSTRIAL HYGIENE • SAFETY • ENVIRONMENTAL CONSULTING

March 28, 2017

Arizona Department of Administration  
General Services Division  
State of Arizona  
100 N. 15<sup>th</sup> Avenue, Suite 202  
Phoenix, AZ 85007  
Attn.: Carlos Sawabe

**Project #17-11066: Indoor Mold Survey, Arizona House of Representatives Building,  
1700 W. Washington Street, Phoenix, AZ 85007**

Dear Carlos:

Hutzel & Associates, Inc. conducted indoor mold spore air sampling at the Arizona House of Representatives building located at 1700 W. Washington Street, Phoenix, AZ 85007 on March 26, 2017. This survey was executed in response to building occupants experiencing headaches and light-headedness during their work day. The survey was conducted by Enrique Luviano, Industrial Hygiene Consultant, under the direction of Robert L. Hutzel, CIH, CSP, Hutzel & Associates, Inc. The following summarizes the survey results.

## Executive Summary

On March 26, 2017, Hutzel & Associates conducted airborne mold spore sampling inside each floor of the Arizona House of Representatives building. Hutzel & Associates collected 20 (five/floor) mold spore air samples randomly throughout the Basement, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors of the building and three (3) outdoor control samples. The mold spore air sample analysis results indicate acceptable airborne levels of mold spores inside the sampled areas of the building when compared to the outdoor mold spore levels on the same day.

## Mold Spore Air Sampling

Hutzel & Associates conducted bioaerosol sampling for viable & non-viable fungal spores and fungal fragments inside the House of Representatives building using the Zefon Air-O-Cell Bio Pump and Air-O-Cell cassette method. Three (3) control samples were also collected outdoors before and after the survey for use as baseline levels. The Bio Pumps were pre-calibrated to 15 liters per minute (lpm) and were allowed to run for 5 minutes for each sample collected. The Bio Pumps were calibrated before and after the survey.

The fungal spore air samples were delivered to Fiberquant Analytical Services for analysis. Fiberquant Analytical Services is an American Industrial Hygiene Association (AIHA) accredited laboratory and participates in the Environmental Microbiological Laboratory Accreditation Program (EMLAP).

### **Mold Spore Analysis Result Interpretation**

Presently, there are no published guidelines specifying acceptable indoor airborne levels for fungi. In accordance with the American Conference of Governmental Industrial Hygienists (ACGIH) 1999 Bioaerosol Assessment and Control Manual, each set of air sample result data is assessed by comparing indoor versus outdoor results. In addition, the genus of each fungus is evaluated and when one is found with significantly higher levels indoors than outdoors further investigation would be warranted.

### **Airborne Mold Sample Results**

Overall fungal spore air sample results from the Arizona House of Representatives building were lower than the outdoor baseline levels and therefore within an acceptable range.

### **Visual Inspection**

A non-intrusive visual inspection was conducted of the areas sampled for building conditions that could potentially lead to mold growth. No visible water damage or mold growth was observed in the surveyed areas of the building during the visual inspection.

### **Tables and Appendices**

Table 1 contains the bioaerosol sample numbers, locations, and results. The Fiberquant Analytical report for the mold spore air sampling is contained in Appendix 1. Appendix 2 contains HR building plans with sample locations.

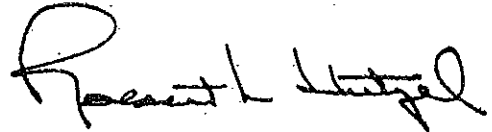
Hutzel & Associates has performed the tasks set forth above in a thorough and professional manner consistent with industry standards and under supervision of a certified professional. Hutzel & Associates cannot guarantee and does not warrant that this limited assessment has revealed all adverse environmental conditions affecting the site. Hidden or changed conditions and/or activities that were not present at the time of this inspection may have a significant bearing on findings, conclusions, and recommendations.

Please contact me if there are any questions regarding the survey findings. Thank you for using Hutzel & Associates, Inc. on this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Enrique Luviano', with a long horizontal line extending to the right.

Enrique Luviano, IH Consultant  
Hutzel & Associates, Inc.

A handwritten signature in black ink, appearing to read 'Robert L. Hutzel', with a long horizontal line extending to the right.

Robert L. Hutzel, CIH, CSP  
Hutzel & Associates, Inc.

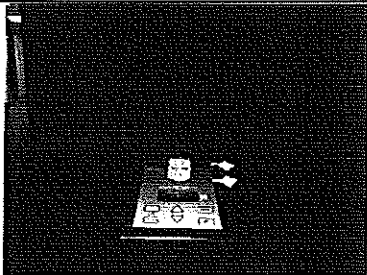

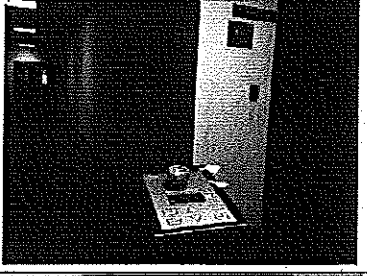
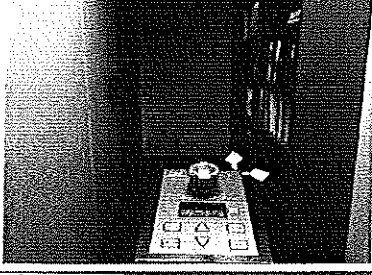

# TABLE 1

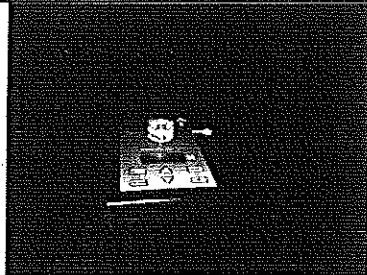

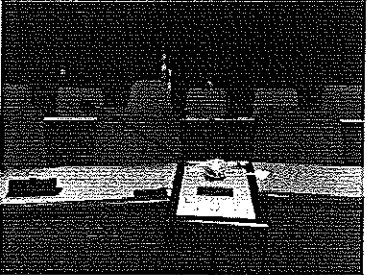



## MOLD SPORE AIR SAMPLE RESULTS

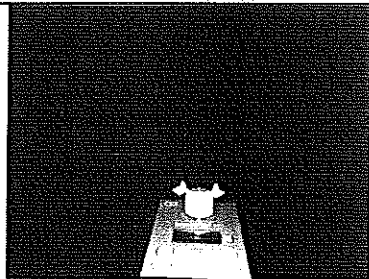
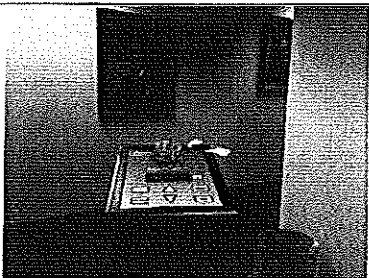


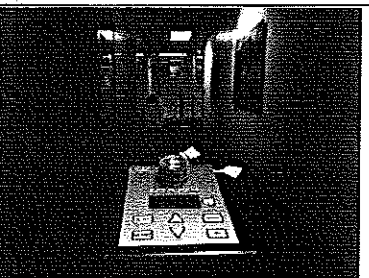
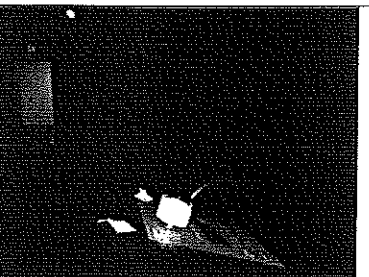
Arizona House of Representatives

Four (4) Floors


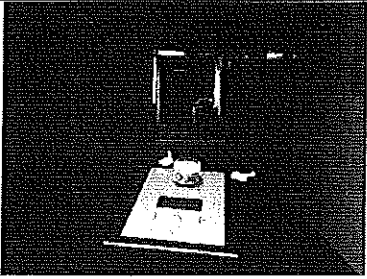



March 26, 2017

Sample No.	Location	Representative Photographs	Analysis Results
HA-HR-0326-1	Indoor Sample, Basement, Northwest Room, <i>see floor plan for exact location</i>		Fungal Spores = 260 Cnts/m <sup>3</sup>
HA-HR-0326-2	Indoor Sample, Basement, east hall, north area, <i>see floor plan for exact location</i>		Fungal Spores = 650 Cnts/m <sup>3</sup>
HA-HR-0326-3	Indoor Sample, Basement, southwest hall intersection, <i>see floor plan for exact location</i>		Fungal Spores = 520 Cnts/m <sup>3</sup>
HA-HR-0326-4	Indoor Sample, Basement, Democratic Staff Area Hall, <i>see floor plan for exact location</i>		Fungal Spores = 220 Cnts/m <sup>3</sup>
HA-HR-0326-5	Indoor Sample, Basement, Intern's Room, <i>see floor plan for exact location</i>		Fungal Spores = 27 Cnts/m <sup>3</sup>

Sample No.	Location	Representative Photographs	Analysis Results
HA-HR-0326-6	Indoor Sample, 1 <sup>st</sup> Floor, Hearing Room #1, <i>see floor plan for exact location</i>		Fungal Spores = 13 Cnts/m <sup>3</sup>
HA-HR-0326-7	Indoor Sample, 1 <sup>st</sup> Floor, Hearing Room #4, <i>see floor plan for exact location</i>		Fungal Spores = 100 Cnts/m <sup>3</sup>
HA-HR-0326-8	Indoor Sample, 1 <sup>st</sup> Floor, Hearing Room #2, <i>see floor plan for exact location</i>		Fungal Spores = 130 Cnts/m <sup>3</sup>
HA-HR-0326-9	Indoor Sample, 1 <sup>st</sup> Floor, Suite 127, <i>see floor plan for exact location</i>		Fungal Spores = 120 Cnts/m <sup>3</sup>
HA-HR-0326-10	Indoor Sample, 1 <sup>st</sup> Floor, Northwest Hallway Intersection, <i>see floor plan for exact location</i>		Fungal Spores = 64 Cnts/m <sup>3</sup>
HA-HR-0326-11	Indoor Sample, 2 <sup>nd</sup> Floor, Main Lobby, <i>see floor plan for exact location</i>		Fungal Spores = 210 Cnts/m <sup>3</sup>

Sample No.	Location	Representative Photographs	Analysis Results
HA-HR-0326-12	Indoor Sample, 2 <sup>nd</sup> Floor, Chambers, <i>see floor plan for exact location</i>		Fungal Spores = <64 Cnts/m <sup>3</sup>
HA-HR-0326-13	Indoor Sample, 2 <sup>nd</sup> Floor, Northeast Hallway Intersection, <i>see floor plan for exact location</i>		Fungal Spores = 360 Cnts/m <sup>3</sup>
HA-HR-0326-14	Indoor Sample, 2 <sup>nd</sup> Floor, Chief Clerk Office, <i>see floor plan for exact location</i>		Fungal Spores = 77 Cnts/m <sup>3</sup>
HA-HR-0326-15	Indoor Sample, 2 <sup>nd</sup> Floor, west hallway, north end, <i>see floor plan for exact location</i>		Fungal Spores = 77 Cnts/m <sup>3</sup>
HA-HR-0326-16	Indoor Sample, 3 <sup>rd</sup> Floor, South Hallway, center, <i>see floor plan for exact location</i>		Fungal Spores = 280 Cnts/m <sup>3</sup>
HA-HR-0326-17	Indoor Sample, 3 <sup>rd</sup> Floor, Balcony, <i>see floor plan for exact location</i>		Fungal Spores = 130 Cnts/m <sup>3</sup>



Sample No.	Location	Representative Photographs	Analysis Results
HA-HR-0326-18	Indoor Sample, 3 <sup>rd</sup> Floor, North Hallway, center, <i>see floor plan for exact location</i>		Fungal Spores = <64 Cnts/m <sup>3</sup>
HA-HR-0326-19	Indoor Sample, 3 <sup>rd</sup> Floor, East Hallway, center, <i>see floor plan for exact location</i>		Fungal Spores = 210 Cnts/m <sup>3</sup>
HA-HR-0326-20	Indoor Sample, 3 <sup>rd</sup> Floor, west hallway, center, <i>see floor plan for exact location</i>		Fungal Spores = <64 Cnts/m <sup>3</sup>
HA-HR-0326-C1	Outdoor Control Sample – Southeast of Building		Fungal Spores = 2,000 Cnts/m <sup>3</sup>
HA-HR-0326-C2	Outdoor Control Sample – Northeast of Building		Fungal Spores = 5,500 Cnts/m <sup>3</sup>
HA-HR-0326-C3	Outdoor Control Sample – West of Building	Photograph Corrupt	Fungal Spores = 840 Cnts/m <sup>3</sup>

cnts/m<sup>3</sup> = counts per cubic meter of air

**APPENDIX 1**

**FIBERQUANT ANALYTICAL SERVICES**

**LABORATORY REPORT**

## **APPENDIX 2**

### **FLOOR PLANS WITH SAMPLE LOCATIONS**



## Modified ASTM D7391-09 Fungal Spore Count on Spore Trap Sample, Stratified

JobNumber: 201703108

Amended Report Original Report Date: 3/28/2017

Client:

HUTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

PHOENIX, AZ

85042-0000

Office Phone:

(602) 323-0222

FAX:

(602) 323-2252

# Samples: 23 MYC Rec: 3/27/2017 Method: Stratified SOP SPCT2

Spore Count of Spore Trap Sample, 2 Mags

Client Job: 17-11066 ADOA HR

PO Number:

Report Date: 3/30/2017

Date Analyzed: 3/28/2017

Routing Number: -

### Method and Analysis Information:

Fiberquant Internal SOP: SPCT2

Each incoming spore trap sample is disassembled, if needed, and the sample surface assembled onto a new 1"x3" glass slide marked with the sample's unique lab identification number. Approximately 25 ul of stain is placed on the sample, and a glass cover slip is placed on top of the stain to complete the sample mounting preparation. The entire sample is then scanned at 500-630x magnification (depending on microscope used) on an optical light microscope. This initial scan is used to count relatively large and easily identifiable spores. The modification of the ASTM method is that clumps and strings of small spores are also counted during this scan, using higher magnification if necessary for identification. Generally, single or scattered small spores are not counted at this magnification, although they might be in certain lightly loaded samples. Not all small spores (e.g., Cladosporium, Penicillium/Aspergillus, basidiospores, ascospores) are visible or identifiable at that magnification, however, so a second scan of a portion of the sample is made at 1000x magnification using oil immersion optics. This magnification allows the identification of single small spores that may not have been evident at the lower magnification. The resulting counts from the two scans are combined, for each genus or category, into 1) spores/sample (which is actual if the spore or category has been counted for the entire slide, or calculated if the spore or category has been counted at 1000x), 2) spores/m<sup>3</sup> and 3) percentage of spores vs total spores. Each calculated value in the "Calc. Cts/smp", "Calc. Cnts/m<sup>3</sup>" and "Calc. %" each column is reported to 2 significant digits, which can result in the total of the column numbers being different than the calculated total due to rounding; however, each number is correct to the number of significant digits presented. Percents are reported to the nearest whole percent.

The counting rules were as follows: Mold spores within the field of view are counted and, if possible, unambiguously categorized according to genera. Those spores that cannot be unambiguously identified are categorized as miscellaneous/unidentified. Results are reported to the analytical sensitivity (hypothetical observation of one count during the analysis). Spore types having zero counts are reported as < the analytical sensitivity. The coefficient of variation (CV) for this analysis is estimated to be 0.2 for raw counts > 50, and as high as 1.0 for low counts. The spores counted in this analysis may or may not be able to produce a living colony of mold. Therefore, this analysis is sometimes referred to as a "non-viable" count or method. This distinguishes it from a count of colonies on agar, referred to as a "viable" count. The "debris rating" is an index of particulate loading; higher numbers indicate higher loading. Ratings of 3 or higher are expected to have negative bias. Blanks, if analyzed, are treated the same as samples and are not used for correcting non-blank results.

The quality assurance program for mold spore counts includes the following. One lab blank per day provides a long-term track record of lab cleanliness. Each analyst holds at least a bachelor's degree in science and has attended the 5 day intensive Indoor Air Quality: Microscopy of Dust, Spores & Pollen training course or equivalent. Each day, the scope alignment is checked and documented. All analysts participate in interlab round robins. Ten percent of samples are re-counted by either the same analyst or another analyst to determine analyst precision and bias. A reference slide is analyzed daily by each analyst. All quality checks performed for these samples were in control except as detailed in the "Analytical Notes" below.

The results are shown following this cover sheet, both as a summary and in detail on the "Detail Report Page". Each lab analysis refers only to the sample tested, and may not, due to the sampling process, be representative of the air sampled. Data suggests that the temporal variations of spore concentrations over the course of a day, month or year, and the spacial variations (e.g., front of house vs. back of house) can be expected to be significant. This report may not be reproduced except in full and with the approval of Fiberquant Analytical Services.

Some results may have been calculated using client supplied data, such as volume or area sampled, for which Fiberquant assumes no liability for accuracy.

### Job Analysis Notes:

Client sample #HA-HR-0326-17 was not read originally.

**Spore Type Ranking**

**Job Number: 201703108**

**Job #: 17-11066 ADOA HR**

**See Detail Report Page (Following)**

Sample Num.	Location Sampled	Count/M3		Fungal Spore Identification
		Mycelial	Total Fungal	
HA-HR-0326-1	Indoor area air sample	53	260	260 Cladosporium
HA-HR-0326-2	Indoor area air sample	13	650	320 basidiospores 130 Penicillium/Aspergillus-like 67 Cladosporium 64 ascospores 40 smuts/Myxomycetes 13 Chaetomium 13 Alternaria
HA-HR-0326-3	Indoor area air sample	27	520	190 basidiospores 130 Cladosporium 64 ascospores 64 Penicillium/Aspergillus-like 40 smuts/Myxomycetes 13 Chaetomium 13 Alternaria
HA-HR-0326-4	Indoor area air sample	< 64	220	130 Cladosporium 64 basidiospores 13 Drechslera/Helminthosporium/Bipolaris 13 Alternaria
HA-HR-0326-5	Indoor area air sample	53	27	27 smuts/Myxomycetes
HA-HR-0326-6	Indoor area air sample	53	13	13 miscellaneous/unidentifiable
HA-HR-0326-7	Indoor area air sample	< 64	100	64 Cladosporium 27 Alternaria 13 miscellaneous/unidentifiable
HA-HR-0326-8	Indoor area air sample	13	130	64 basidiospores 64 Penicillium/Aspergillus-like
HA-HR-0326-9	Indoor area air sample	80	120	64 Cladosporium 27 Alternaria 13 smuts/Myxomycetes 13 Drechslera/Helminthosporium/Bipolaris
HA-HR-0326-10	Indoor area air sample	13	64	64 basidiospores

HA-HR-0326-11 Indoor area air sample	40	210	130 Cladosporium 64 Penicillium/Aspergillus-like 13 smuts/Myxomycetes
HA-HR-0326-12 Indoor area air sample	27	< 64	-
HA-HR-0326-13 Indoor area air sample	53	360	230 Penicillium/Aspergillus-like 130 Cladosporium
HA-HR-0326-14 Indoor area air sample	< 64	77	64 Cladosporium 13 Alternaria
HA-HR-0326-15 Indoor area air sample	40	77	64 Cladosporium 13 smuts/Myxomycetes
HA-HR-0326-16 Indoor area air sample	27	280	190 Cladosporium 64 basidiospores 13 smuts/Myxomycetes 13 Drechslera/Helminthosporium/Bipolaris
HA-HR-0326-17 Indoor area air sample	< 64	130	130 Cladosporium
HA-HR-0326-18 Indoor area air sample	13	< 64	-
HA-HR-0326-19 Indoor area air sample	40	210	190 Cladosporium 13 Drechslera/Helminthosporium/Bipolaris
HA-HR-0326-20 Indoor area air sample	13	< 64	-
HA-HR-0326- C1 Outdoor control sample, southeast	40	2,000	1,300 Cladosporium 260 Penicillium/Aspergillus-like 160 smuts/Myxomycetes 130 basidiospores 93 Alternaria 27 Drechslera/Helminthosporium/Bipolaris 13 miscellaneous/unidentifiable 13 Stemphylium
HA-HR-0326- C2 Outdoor control sample, northeast	53	5,500	4,900 Cladosporium 210 smuts/Myxomycetes 190 basidiospores 64 ascospores 53 Alternaria 27 miscellaneous/unidentifiable 13 Stemphylium 13 Drechslera/Helminthosporium/Bipolaris

HA-HR-0326- Outdoor control sample, west  
C3

27

840

640 Cladosporium  
130 smuts/Myxomycetes  
27 Stemphylium  
27 Alternaria  
13 Erysiphe/Oidium

Job Number: 201703108

85042-0000

(602) 323-0222  
(602) 323-2252

Note: all calculated values (indicated by "calc.") are rounded to two significant digits which may produce apparent differences between a tabulated total and a calculated total.  $\text{R}_{\text{eff}} = \text{R}_{\text{eff}} \times \text{Reporting Limit}$

FAX: 602-276-4558



## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

3/27/2017

HOTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

Job Number: 201703108

PHOENIX, AZ

Office Phone: (602) 323-0222  
FAX: (602) 323-2252

85042-0000

Lab Number:	2017-03108-4	Lab Number:	2017-03108-5	Lab Number:	2017-03108-6
Sample Date:	3/26/2017	Sample Date:	3/26/2017	Sample Date:	3/26/2017
Client Number:	HA-HR-0326-4	Client Number:	HA-HR-0326-5	Client Number:	HA-HR-0326-6
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Indoor area air sample
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts
Counts	1000x Counts	Counts	1000x Counts	Counts	1000x Counts
Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.
Rep. Lim.	Rep. Lim.	Rep. Lim.	Rep. Lim.	Rep. Lim.	Rep. Lim.
Calc. %	Calc. %	Calc. %	Calc. %	Calc. %	Calc. %
Cladosporium	0	0	0	0	0
Penicillium/Aspergillus-like	0	0	0	0	0
Basidiospore	0	0	0	0	0
Ascospore	0	0	0	0	0
Alternaria	1	0	0	0	0
Chaetomium	0	0	0	0	0
Curvularia	0	0	0	0	0
Drederikhamia/Boudieria	1	0	0	0	0
Phanerochaete	0	0	0	0	0
snus/Myxomycetes	0	2	2	0	0
Stachybotrys/Menonella	0	0	0	0	0
Ulocladium	0	0	0	0	0
Stemphylium	0	0	0	0	0
Erysiphe/Oidium	0	0	0	0	0
Miscellaneous or Unidentifiable	0	0	0	0	0
Total Fungal Spores	2	0	2	0	1
Mycelial Fragments	0	4	53	13	53
Pollen	4	0	53	13	13
debris rating	2	2	2	2	2

Note: All calculated values indicated by "Calc." are rounded to two significant figures, which may produce apparent differences between a tabulated total, Rep. Lim., &amp; Reporting Limit.

5025 S. 33rd Street Phoenix, Arizona 85040-2816

Phone: 602-276-6139 1-800-743-2687

FAX: 602-276-4558

Detail Report Page (see also cover page) 2 of 9

Fiberquum Analytical Services

Mold Spore Count on Zefon Air-O-Cell Filter  
Client Job: 17-11066 ADOA HR  
Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

3/27/2017

HUTZEL AND ASSOCIATES  
1626 E ALICIA DRIVE

PHOENIX, AZ  
Office Phone: (602) 323-0222  
FAX: (602) 323-2252  
85042-0000

Job Number: 201703108

Lab Number:	2017-03108-7	Lab Number:	2017-03108-8	Lab Number:	2017-03108-9
Sample Date :	3/26/2017	Sample Date :	3/26/2017	Sample Date :	3/26/2017
Client Number:	HA-HR-0326-7	Client Number:	HA-HR-0326-8	Client Number:	HA-HR-0326-9
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Indoor area air sample
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
Genus or Type of Spore	Med Hdg Counts	Genus or Type of Spore	Med Hdg Counts	Genus or Type of Spore	Med Hdg Counts
Counts	1000x Counts	Counts	1000x Counts	Counts	1000x Counts
Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.
Rep. Lim. Cts/amp.	Rep. Lim. Cts/amp.	Rep. Lim. Cts/amp.	Rep. Lim. Cts/amp.	Rep. Lim. Cts/amp.	Rep. Lim. Cts/amp.
Calc. %	Calc. %	Calc. %	Calc. %	Calc. %	Calc. %
Chadosporium	0	Chadosporium	0	Chadosporium	0
Penicillium/Aspergillus-like	0	Penicillium/Aspergillus-like	1	Penicillium/Aspergillus-like	0
Basidiomycetes	0	Basidiomycetes	0	Basidiomycetes	0
Ascospore	0	Ascospore	0	Ascospore	0
Alternaria	2	Alternaria	0	Alternaria	2
Chaetomium	0	Chaetomium	0	Chaetomium	0
Curvularia	0	Curvularia	0	Curvularia	0
Drederiksenia/Hymenochaetomium/Bipolaris	0	Drederiksenia/Hymenochaetomium/Bipolaris	0	Drederiksenia/Hymenochaetomium/Bipolaris	1
Phycomycetes	0	Phycomycetes	0	Phycomycetes	0
smut/Mycetozoa	0	smut/Mycetozoa	0	smut/Mycetozoa	1
Stachybotrys/Menomonella	0	Stachybotrys/Menomonella	0	Stachybotrys/Menomonella	0
Ulocladium	0	Ulocladium	0	Ulocladium	0
Stemphylium	0	Stemphylium	0	Stemphylium	0
Erysiphe/Oidium	0	Erysiphe/Oidium	0	Erysiphe/Oidium	0
Miscellaneous or Unidentifiable	-	Miscellaneous or Unidentifiable	-	Miscellaneous or Unidentifiable	-
Total Fungal Spores	3	Total Fungal Spores	0	Total Fungal Spores	4
Mycelial Fragments	0	Mycelial Fragments	1	Mycelial Fragments	6
Pollen	3	Pollen	0	Pollen	12
debris rating	2	debris rating	2	debris rating	2

Note: all calculated values indicated by "Calc." are rounded to two significant digits, which may produce apparent differences between a calculated total and a calculated total. Rep. Lim. = Reporting Limit.

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Phone: 602-276-6139 1-800-743-2687 FAX: 602-276-4558  
Fiberquint Analytical Services

## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

3/27/2017

HUTZEL AND ASSOCIATES  
1626 E ALICIA DRIVE

PHOENIX, AZ

Office Phone: (602) 323-0222  
FAX: (602) 323-2252

85042-0000

Job Number: 201703108

Lab Number:	2017-03108-10	Lab Number:	2017-03108-11	Lab Number:	2017-03108-12
Sample Date:	3/26/2017	Sample Date:	3/26/2017	Sample Date:	3/26/2017
Client Number:	HA-HR-0326-10	Client Number:	HA-HR-0326-11	Client Number:	HA-HR-0326-12
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Indoor area air sample
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Cld @ 1000X:	20.8	% Cld @ 1000X:	20.8	% Cld @ 1000X:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts
Cladosporium	0	Cladosporium	0	Cladosporium	0
Penicillium/Aspergillus-like	0	Penicillium/Aspergillus-like	0	Penicillium/Aspergillus-like	0
Basidiospore	0	Basidiospore	0	Basidiospore	0
Ascospore	0	Ascospore	0	Ascospore	0
Alternaria	0	Alternaria	0	Alternaria	0
Chaetomium	0	Chaetomium	0	Chaetomium	0
Curvularia	0	Curvularia	0	Curvularia	0
Dreissleria/Helminthosporium/Bipolaris	0	Dreissleria/Helminthosporium/Bipolaris	0	Dreissleria/Helminthosporium/Bipolaris	0
Phanerochaete	0	Phanerochaete	0	Phanerochaete	0
Stachybotrys/Menomyces	0	Stachybotrys/Menomyces	0	Stachybotrys/Menomyces	0
Uromyces	0	Uromyces	0	Uromyces	0
Stemphylium	0	Stemphylium	0	Stemphylium	0
Erysiphe/Oidium	0	Erysiphe/Oidium	0	Erysiphe/Oidium	0
Miscellaneous or Undentifiable	0	Miscellaneous or Undentifiable	0	Miscellaneous or Undentifiable	0
Total Fungal Spores	0	Total Fungal Spores	0	Total Fungal Spores	0
Mycelial Fragments	1	Mycelial Fragments	3	Mycelial Fragments	2
Pollen	14	Pollen	0	Pollen	4
debris rating	2	debris rating	2	debris rating	2

Note: all calculated values indicated by "Calc." are rounded to two significant digits, which may produce apparent differences between a tabulated total and a calculated total. Rep. Lim. = Reporting Limit.

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FAX: 602-276-4558

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Fiberguard Analytical Services

## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

HUTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

3/27/2017

PHOENIX, AZ

85042-0000

Office Phone:

(602) 323-0222

FAX:

(602) 323-2252

Lab Number:	2017-03108-13	Lab Number:	2017-03108-14	Lab Number:	2017-03108-15
Sample Date:	3/26/2017	Sample Date:	3/26/2017	Sample Date:	3/26/2017
Client Number:	HA-HR-0326-13	Client Number:	HA-HR-0326-14	Client Number:	HA-HR-0326-15
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Indoor area air sample
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8	% Ctd @ 1000x:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
R: Yes		R: Yes		R: Yes	
Genus or Type of Spore	Med Bag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/m3	Replim. Calc. %
<i>Cladosporium</i>	0	2	10	130	64 37.0
<i>Penicillium/Aspergillus-like</i>	8	2	18	230	64 66.7
<i>Basidiomycetes</i>	0	0	-	< 64	64 0.0
<i>Ascospore</i>	0	0	-	< 64	64 0.0
<i>Alternaria</i>	0	0	-	< 64	13 0.0
<i>Chaetomium</i>	0	0	-	< 64	13 0.0
<i>Curvularia</i>	0	0	-	< 64	13 0.0
<i>Drechslera/Helminthosporium/Bipolaris</i>	0	0	-	< 64	13 0.0
<i>Phyomyces</i>	0	0	-	< 64	13 0.0
<i>smut/Mycosphaerella</i>	0	0	-	< 64	13 0.0
<i>Stachybotrys/Metarrhizium</i>	0	0	-	< 64	13 0.0
<i>Ulocladium</i>	0	0	-	< 64	13 0.0
<i>Stemphylium</i>	0	0	-	< 64	64 0.0
<i>Erysiphe/Oidium</i>	0	0	-	< 64	64 0.0
Miscellaneous or Unidentifiable	-	-	-	< 64	64 0.0
Total Fungal Spores	8	4	27	360	64 100.0
Mycelial Fragments	4			53	13
Pollen	8			110	13
debris rating	2				
Genus or Type of Spore	Med Bag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/m3	Replim. Calc. %
<i>Cladosporium</i>	0	1	5	64	64 83.3
<i>Penicillium/Aspergillus-like</i>	0	0	-	< 64	64 0.0
<i>Basidiomycetes</i>	0	0	-	< 64	64 0.0
<i>Ascospore</i>	0	0	-	< 64	64 0.0
<i>Alternaria</i>	1	1	13	13	16.7 0.0
<i>Chaetomium</i>	0	0	-	< 64	13 0.0
<i>Curvularia</i>	0	0	-	< 64	13 0.0
<i>Drechslera/Helminthosporium/Bipolaris</i>	0	0	-	< 64	13 0.0
<i>Phyomyces</i>	0	0	-	< 64	12 0.0
<i>smut/Mycosphaerella</i>	0	0	-	< 64	13 0.0
<i>Stachybotrys/Metarrhizium</i>	0	0	-	< 64	13 0.0
<i>Ulocladium</i>	0	0	-	< 64	13 0.0
<i>Stemphylium</i>	0	0	-	< 64	64 0.0
<i>Erysiphe/Oidium</i>	0	0	-	< 64	64 0.0
Miscellaneous or Unidentifiable	-	-	-	< 64	64 0.0
Total Fungal Spores	1	1	6	77	64 100.0
Mycelial Fragments	0			< 64	13
Pollen	0			< 64	13
debris rating	2				
Genus or Type of Spore	Med Bag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/m3	Replim. Calc. %
<i>Cladosporium</i>	0	1	5	64	64 83.3
<i>Penicillium/Aspergillus-like</i>	0	0	-	< 64	64 0.0
<i>Basidiomycetes</i>	0	0	-	< 64	64 0.0
<i>Ascospore</i>	0	0	-	< 64	64 0.0
<i>Alternaria</i>	0	0	-	< 64	13 0.0
<i>Chaetomium</i>	0	0	-	< 64	13 0.0
<i>Curvularia</i>	0	0	-	< 64	13 0.0
<i>Drechslera/Helminthosporium/Bipolaris</i>	0	0	-	< 64	13 0.0
<i>Phyomyces</i>	0	0	-	< 64	13 0.0
<i>smut/Mycosphaerella</i>	1	1	13	13	16.7 0.0
<i>Stachybotrys/Metarrhizium</i>	0	0	-	< 64	13 0.0
<i>Ulocladium</i>	0	0	-	< 64	13 0.0
<i>Stemphylium</i>	0	0	-	< 64	64 0.0
<i>Erysiphe/Oidium</i>	0	0	-	< 64	64 0.0
Miscellaneous or Unidentifiable	-	-	-	< 64	64 0.0
Total Fungal Spores	1	1	6	77	64 100.0
Mycelial Fragments	3			40	13
Pollen	8			110	13
debris rating	2				

Note: calculated values indicated by "calc." are rounded to two significant digits, which may produce apparent differences between a tabulated total and a calculated total. Rep. Lim. = Reporting Unit.

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Fiberquant Analytical Services

## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

HUTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

3/27/2017

PHOENIX, AZ

Office Phone: (602) 323-0222  
FAX: (602) 323-2252

85042-0000

Job Number: 201703108

Lab Number:	2017-03108-16	Lab Number:	2017-03108-17	Lab Number:	2017-03108-18
Sample Date:	3/26/2017	Sample Date:	3/26/2017	Sample Date:	3/26/2017
Client Number:	HA-HR-0326-16	Client Number:	HA-HR-0326-17	Client Number:	HA-HR-0326-18
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Indoor area air sample
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Cid @ 1000X:	20.8	% Cid @ 1000X:	20.8	% Cid @ 1000X:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts	Genus or Type of Spore	Med Bag Counts
Chadosprium	0	Chadosprium	0	Chadosprium	0
Penicillium/Aspergillus-like	0	Penicillium/Aspergillus-like	0	Penicillium/Aspergillus-like	0
Basidiomycete	0	Basidiomycete	0	Basidiomycete	0
Ascospore	0	Ascospore	0	Ascospore	0
Alternaria	0	Alternaria	0	Alternaria	0
Chaetomium	0	Chaetomium	0	Chaetomium	0
Curvularia	0	Curvularia	0	Curvularia	0
Dreissnera/Helminthosporium/Bipolaris	1	Dreissnera/Helminthosporium/Bipolaris	0	Dreissnera/Helminthosporium/Bipolaris	0
Phanerochaete	0	Phanerochaete	0	Phanerochaete	0
smut/Mycosphaerella	1	smut/Mycosphaerella	0	smut/Mycosphaerella	0
Stachybotrys/Macrospora	0	Stachybotrys/Macrospora	0	Stachybotrys/Macrospora	0
Uromyces	0	Uromyces	0	Uromyces	0
Stemphylium	0	Stemphylium	0	Stemphylium	0
Erysiphe/Oidium	0	Erysiphe/Oidium	0	Erysiphe/Oidium	0
Miscellaneous or Undentifiable	0	Miscellaneous or Undentifiable	0	Miscellaneous or Undentifiable	0
Total Fungal Spores	2	Total Fungal Spores	0	Total Fungal Spores	0
Mycelial Fragments	2	Mycelial Fragments	0	Mycelial Fragments	1
Polen	6	Polen	0	Polen	4
debris rating	2	debris rating	2	debris rating	2
Calc. Cnts/m3	130	Calc. Cnts/m3	130	Calc. Cnts/m3	53
Rep.Lim. Calc. %	64	Rep.Lim. Calc. %	64	Rep.Lim. Calc. %	13
Calc. Cnts/m3	130	Calc. Cnts/m3	130	Calc. Cnts/m3	53
Rep.Lim. Calc. %	64	Rep.Lim. Calc. %	64	Rep.Lim. Calc. %	13

Note: all calculated values indicated by Calc. 1 are rounded to two significant digits, which may produce apparent differences between a calculated total and a calculated total. Rep. Lim. = Reporting Limit

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Fiberquest Analytical Services

Detail Report Page (see also cover page) 6 of 9

## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

3/27/2017

HUTZEL AND ASSOCIATES  
1626 E ALICIA DRIVE

Job Number: 201703108

PHOENIX, AZ

Office Phone: (602) 323-0222  
FAX: (602) 323-2252

85042-0000

Lab Number:	2017-03108-19	Lab Number:	2017-03108-20	Lab Number:	2017-03108-21
Sample Date :	3/26/2017	Sample Date :	3/26/2017	Sample Date :	3/26/2017
Client Number:	HA-HR-0326-19	Client Number:	HA-HR-0326-20	Client Number:	HA-HR-0326-C1
Description:	Indoor area air sample	Description:	Indoor area air sample	Description:	Outdoor control sample, southeast
Volume (L):	75	Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV	Analyst:	RFV
% Cld @ 1000X:	20.8	% Cld @ 1000X:	20.8	% Cld @ 1000X:	20.8
Microscope #:	9	Microscope #:	9	Microscope #:	9
R:	Yes	R:	Yes	R:	Yes
Genus or Type of Spore	Med Mag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.
<i>Cladosporium</i>	0	3	14	130	64
<i>Penicillium/Aspergillus-like</i>	0	0	-	<64	64
<i>Basidiomycetes</i>	0	0	-	<64	64
<i>Ascospore</i>	0	0	-	<64	64
<i>Alternaria</i>	0	0	-	<64	13
<i>Chaetomium</i>	0	0	-	<64	13
<i>Curvularia</i>	0	0	-	<64	13
<i>Drederikella/Hymenochaetomycetes</i>	1	1	13	13	6.7
<i>Phanerochaete</i>	0	0	-	<64	13
<i>smut-like/Myxomycetes</i>	0	0	-	<64	13
<i>Stachybotrys/Menomonella</i>	0	0	-	<64	13
<i>Ulocladium</i>	0	0	-	<64	13
<i>Stemphylium</i>	0	0	-	<64	64
<i>Erysiphe/Oidium</i>	0	0	-	<64	64
Miscellaneous or Unidentifiable	-	-	-	<64	64
Total Fungal Spores	1	3	15	210	64
Mycelial Fragments	3			40	13
Pollen	5			67	13
debris rating	2				
Genus or Type of Spore	Med Mag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.
<i>Cladosporium</i>	0	0	-	<64	64
<i>Penicillium/Aspergillus-like</i>	0	0	-	<64	64
<i>Basidiomycetes</i>	0	0	-	<64	64
<i>Ascospore</i>	0	0	-	<64	64
<i>Alternaria</i>	0	0	-	<64	13
<i>Chaetomium</i>	0	0	-	<64	13
<i>Curvularia</i>	0	0	-	<64	13
<i>Drederikella/Hymenochaetomycetes</i>	0	0	-	<64	13
<i>Phanerochaete</i>	0	0	-	<64	13
<i>smut-like/Myxomycetes</i>	0	0	-	<64	13
<i>Stachybotrys/Menomonella</i>	0	0	-	<64	13
<i>Ulocladium</i>	0	0	-	<64	13
<i>Stemphylium</i>	0	0	-	<64	64
<i>Erysiphe/Oidium</i>	0	0	-	<64	64
Miscellaneous or Unidentifiable	-	-	-	<64	64
Total Fungal Spores	0	0	-	<64	64
Mycelial Fragments	1			13	13
Pollen	3			40	13
debris rating	2				
Genus or Type of Spore	Med Mag Counts	1000x Counts	Calc. Cts/amp.	Calc. Cts/amp.	Calc. Cts/amp.
<i>Cladosporium</i>	17	17	99	1,300	64
<i>Penicillium/Aspergillus-like</i>	0	4	19	260	64
<i>Basidiomycetes</i>	0	2	10	130	64
<i>Ascospore</i>	0	0	-	<64	64
<i>Alternaria</i>	7	7	7	93	13
<i>Chaetomium</i>	0	0	-	<64	13
<i>Curvularia</i>	0	0	-	<64	13
<i>Drederikella/Hymenochaetomycetes</i>	2	2	27	13	1.3
<i>Phanerochaete</i>	0	0	-	<64	13
<i>smut-like/Myxomycetes</i>	12	12	160	13	8.0
<i>Stachybotrys/Menomonella</i>	0	0	-	<64	13
<i>Ulocladium</i>	0	0	-	<64	13
<i>Stemphylium</i>	1	1	13	64	0.7
<i>Erysiphe/Oidium</i>	0	0	-	<64	64
Miscellaneous or Unidentifiable	-	-	-	<64	64
Total Fungal Spores	40	23	150	2,000	64
Mycelial Fragments	3			40	13
Pollen	8			110	13
debris rating	2				

Note: All calculated values indicated by "Calc." are rounded to two significant digits, which may produce apparent differences between a tabulated total and a calculated total. Rep. Lim. = Reporting Limit.

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Fiberquint Analytical Services

## Mold Spore Count on Zefon Air-O-Cell Filter

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO

Cassette Type: Zefon

3/27/2017

HUTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

Job Number: 201703108

PHOENIX, AZ

850-42-0000

Office Phone:

(602) 323-0222

FAX:

(602) 323-2252

Lab Number:	2017-03108-22	Lab Number:	2017-03108-23
Sample Date:	3/26/2017	Sample Date:	3/26/2017
Client Number:	HA-HR-0326-C2	Client Number:	HA-HR-0326-C3
Description:	Outdoor control sample, northeast	Description:	Outdoor control sample, west
Volume (L):	75	Volume (L):	75
Condition:	acceptable	Condition:	acceptable
Analyst:	RFV	Analyst:	RFV
% Cld @ 1000X:	20.8	% Cld @ 1000X:	20.8
Microscope #:	9	Microscope #:	9
Genus or Type of Spore	Med flag Counts 1000x Calc. Cts/amp. Calc. Cts/m3 Rep. Lim. Calc. %	Genus or Type of Spore	Med flag Counts 1000x Calc. Cts/amp. Calc. Cts/m3 Rep. Lim. Calc. %
<i>Cladosporium</i>	255 23 370 4,900 64 90.2	<i>Cladosporium</i>	0 10 48 640 64 78.2
<i>Penicillium/Aspergillus-like</i>	0 0 - <64 64 0.0	<i>Penicillium/Aspergillus-like</i>	0 0 - <64 64 0.0
<i>Basidiomycetes</i>	0 3 14 190 64 3.4	<i>Basidiomycetes</i>	0 0 - <64 64 0.0
<i>Ascospore</i>	0 1 5 64 64 1.2	<i>Ascospore</i>	0 0 - <64 64 0.0
<i>Alternaria</i>	4 - 4 S3 13 1.0	<i>Alternaria</i>	2 - 2 27 13 3.2
<i>Chaetomium</i>	0 - - <64 13 0.0	<i>Chaetomium</i>	0 - - <64 13 0.0
<i>Curvularia</i>	0 - - <64 13 0.0	<i>Curvularia</i>	0 - - <64 13 0.0
<i>Drechslera/Helminthosporium/Bipolaris</i>	1 - 1 13 13 0.2	<i>Drechslera/Helminthosporium/Bipolaris</i>	0 - - <64 13 0.0
<i>Phanerochaete</i>	0 - - <64 13 0.0	<i>Phanerochaete</i>	0 - - <64 13 0.0
<i>Stachybotrys/Metarrhizium</i>	16 - 16 210 13 3.9	<i>Stachybotrys/Metarrhizium</i>	10 - 10 130 13 15.9
<i>Ulocladium</i>	0 - - <64 13 0.0	<i>Ulocladium</i>	0 - - <64 13 0.0
<i>Stemphylium</i>	1 0 1 13 64 0.2	<i>Stemphylium</i>	2 0 2 27 64 3.2
<i>Erysiphe/Oidium</i>	0 0 - <64 64 0.0	<i>Erysiphe/Oidium</i>	1 0 1 13 64 1.6
	- - - <64 64 0.0		- - - <64 64 0.0
	- - - <64 64 0.0		- - - <64 64 0.0
	- - - <64 64 0.0		- - - <64 64 0.0
Miscellaneous or Unidentifiable	2 0 2 27 64 0.5	Miscellaneous or Unidentifiable	0 0 - <64 64 0.0
Total Fungal Spores	279 27 410 5,500 64 100.0	Total Fungal Spores	15 10 63 840 64 100.0
Mycelial Fragments	4	Mycelial Fragments	2
Pollen	36	Pollen	18
debris rating	2	debris rating	2

Notes: All calculation values indicated by "Calc." are rounded to two significant digits, which may produce apparent differences between a tabulated total and a calculated total. Rep. Lim. = Reporting Limit.

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FAX: 602-276-4558

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Fiberquant Analytical Services

**Mold Spore Count on Zefon Air-O-Cell Filter**

Client Job: 17-11066 ADOA HR

Samples Submitted by: ENRIQUE LUVIANO 3/27/2017

Cassette Type: Zefon

HUTZEL AND ASSOCIATES

1626 E ALICIA DRIVE

PHOENIX, AZ

85042-0000

Office Phone:

(602) 323-0222

FAX:

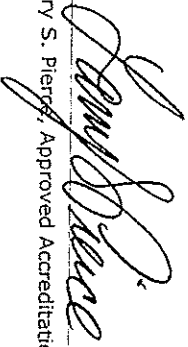
(602) 323-2252

Analyst: RUTH P. VIVAS

Printed: 30-Mar-17

Original Print Date: 28-Mar-17

Larry S. Pierre, Approved Accreditation Signatory



Note: all calculated values indicated by "calc." are rounded to two significant digits, which may produce apparent differences between a tabulated total and a calculated total. Rev. Lim. - Reporting Limit

5025 S. 33rd Street Phoenix, Arizona 85040-2816

Phone: 602-276-6139 1-800-743-2687

FAX: 602-276-4558

Detail Report Page (see also cover page) 9 of 9

Fiberquant Analytical Services

Job Number: 201703108




# FIBERQUANT

ANALYTICAL SERVICES

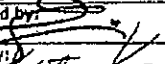

**Fiberquant Analytical Services** 5025 S. 33rd St.,  
Phoenix, AZ 85040; Phone: 602-276-6139; FAX: 602-276-4558;  
info@fiberquant.com

## Analysis Request/Chain-of-Custody Form

Submitted by (Company) <b>Hutzel &amp; Associates, Inc.</b>	
Address <b>2727 W. Baseline Road, Suite 10</b>	
City, State, Zip Code <b>Tempe, AZ 85283</b>	
Phone <b>602-323-0222</b>	FAX
Email <b>eluviano@gmail.com</b>	
Invoice to (Company)	
Address	
City, State, Zip Code	
Phone	FAX
Contact (print) <b>Enrique Luviano</b>	
Sampled by (signature) 	
Job Number or Project Name <b>17-11066 ADOA HR</b>	
PO Number	

<Analysis Method Requested> ONLY ONE METHOD per COC				Turn-around-time (circle one)			
				Rush	Norm	Ext.	
Asbestos by PLM	Method >	Improved	Interim	Urgent Rush <3 hrs	<6 hrs	1-3 days	15- 30 days
	Analyze >	All	ATPF				
	If ATPF then >	by Layer	by Sample				
	Single Layer Protocol >	Yes	No				
Fibers by PCM	Method >	7400 (Area)	ORM (Personal)	<4 hrs	24 hrs	.	
Asbestos by TEM	In Air >	AHERA	Mod. AHERA	1-2 days	3-5 days	N/A	N/A
	Water* >	Water	Sludge				
	Bulk (Annex 2) >	Chattfield	Ful Quant.				
	Dust >	ASTM D5755-03					
Pb by FLAA	Analyze >	Pb	Other	<6 hrs	2-3 days	N/A	N/A
	Matrix >	Filter:	MCE FG				
		Paint	by Area (mg/cm <sup>2</sup> ) by Weight (ppm)				
		Soil					
		Wipe					
		Initial here certifying wipes used are ASTM E1792 compliant					
Fungi	Sample >	Zetfort	Other	<6 hrs	1-2 days	N/A	N/A
	Bulk >	Sample	Swab				
	Tape >	Qualitative (% & type)					
		Quantitative (type/cm <sup>2</sup> )					
Soot	ASTM D6602-03b	Optical		<6 hrs	1-2 days	N/A	N/A
		Optical & TEM		1-2 days	3-5 days	N/A	N/A
Other				Call	Call		

Sample # (1 per line)	Description/Location	Sample Date	Sample Time	Vol or Area
HA-HR-0326-1	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-2	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-3	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-4	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-5	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-6	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-7	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-8	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-9	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-10	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-11	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-12	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-13	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-14	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-15	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-16	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-17	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-18	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-19	Indoor area air sample	3/26/17	N/A	75 L
HA-HR-0326-20	Indoor area air sample	3/26/17	N/A	75 L

1) Relinquished by: 	Date: <b>3-26-17</b>	Time: <b>1:500</b>	3) Relinquished by:	Date:	Time:
2) Received by: 	Date: <b>3-27-17</b>	Time: <b>8:00</b>	4) Received by:	Date:	Time:
* TEM Water: Sampler's name Required by State of Arizona			Print Name	Fiberquant assigned Job number	<b>201703108</b>

Review of Analysis Request (Initials) **RLK**

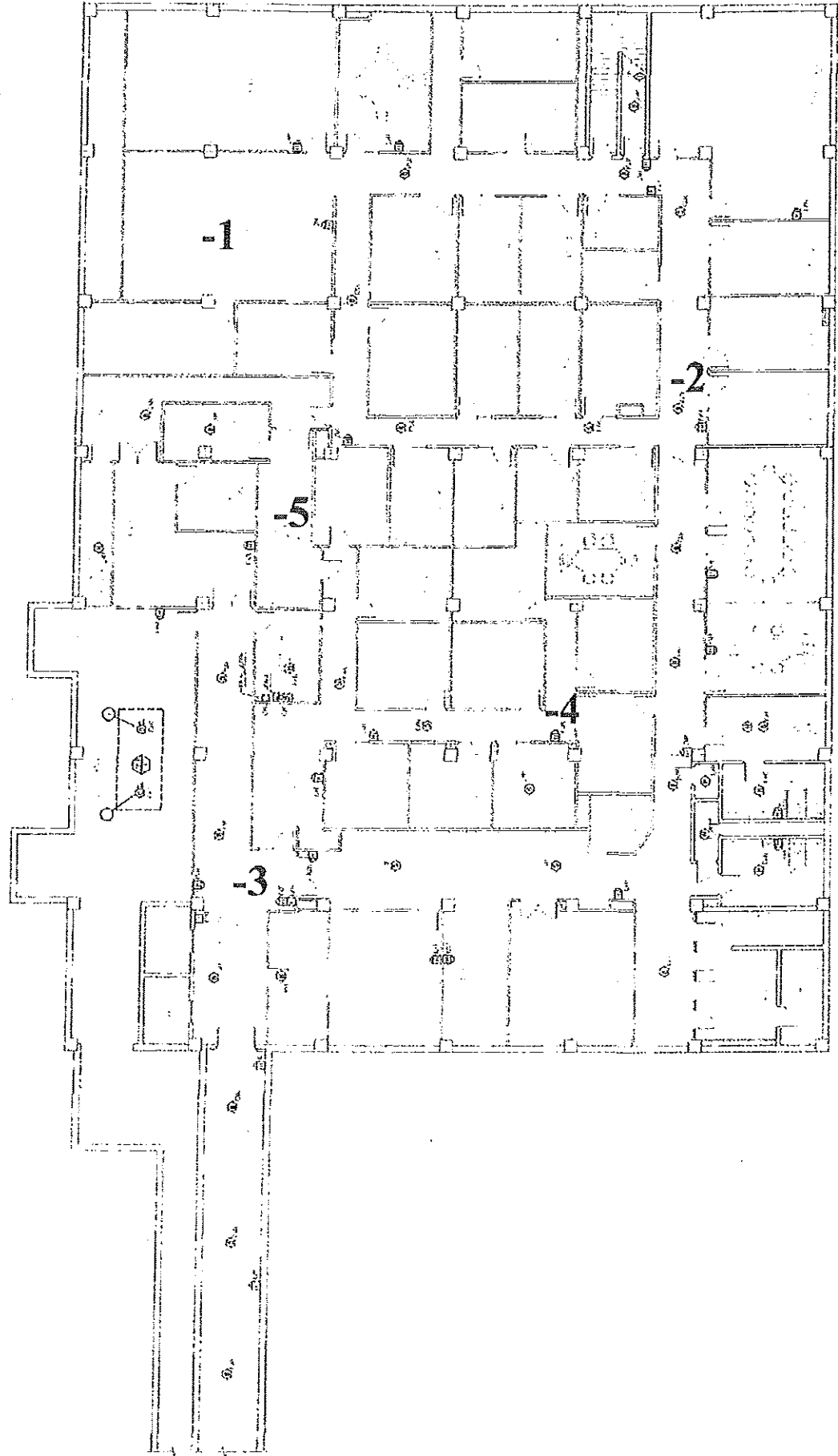
Note: Data completed by client (including number and identity of samples) is assumed to be correct until it is verified at time of sample preparation.

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Rev: LSP

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Rev: LSP

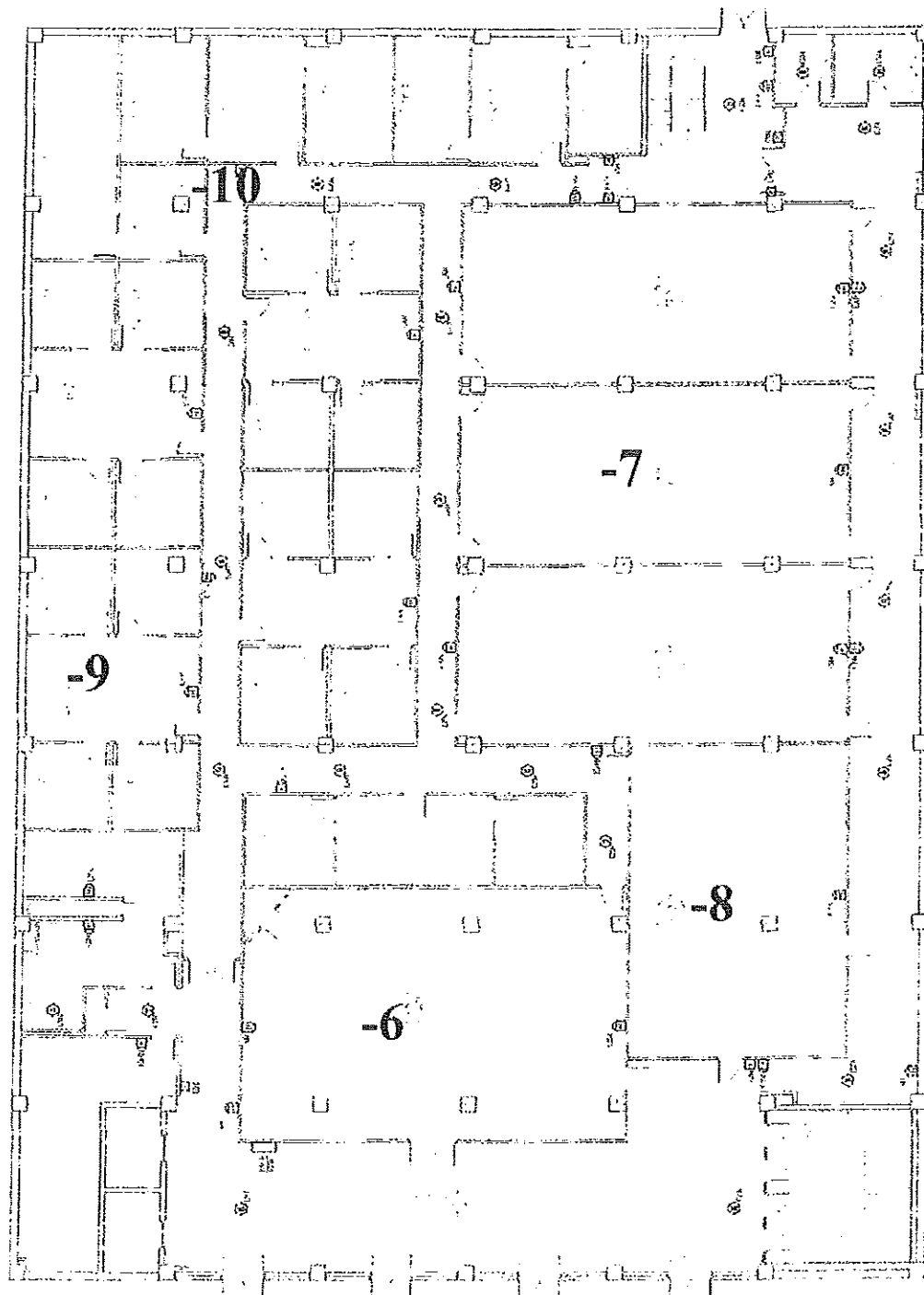
## **APPENDIX 2**

### **FLOOR PLANS WITH SAMPLE LOCATIONS**



C2

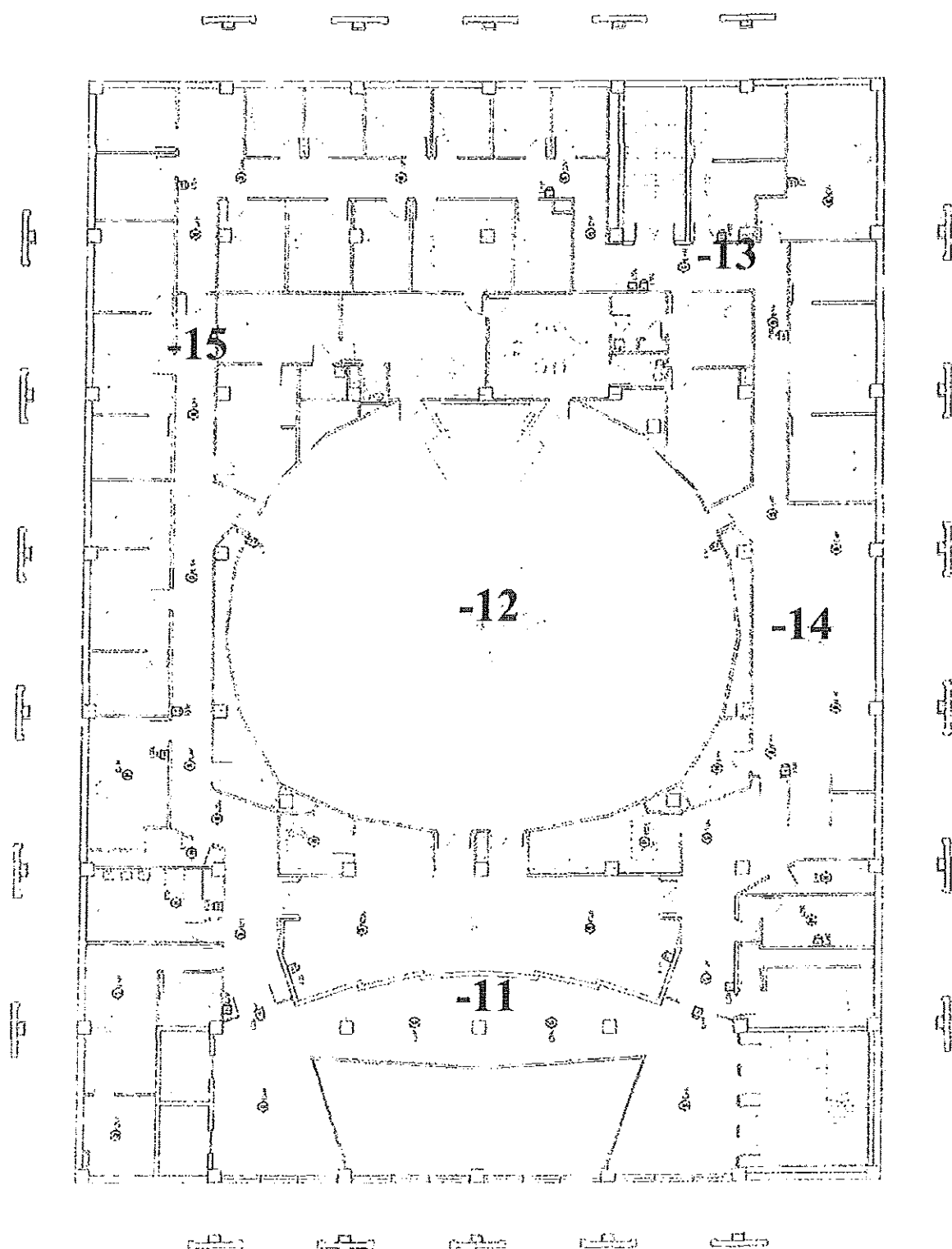
C3



HOUSE OF REPRESENTATIVES  
1ST FLOOR FIRE ALARM PLAN - DEMOLITION

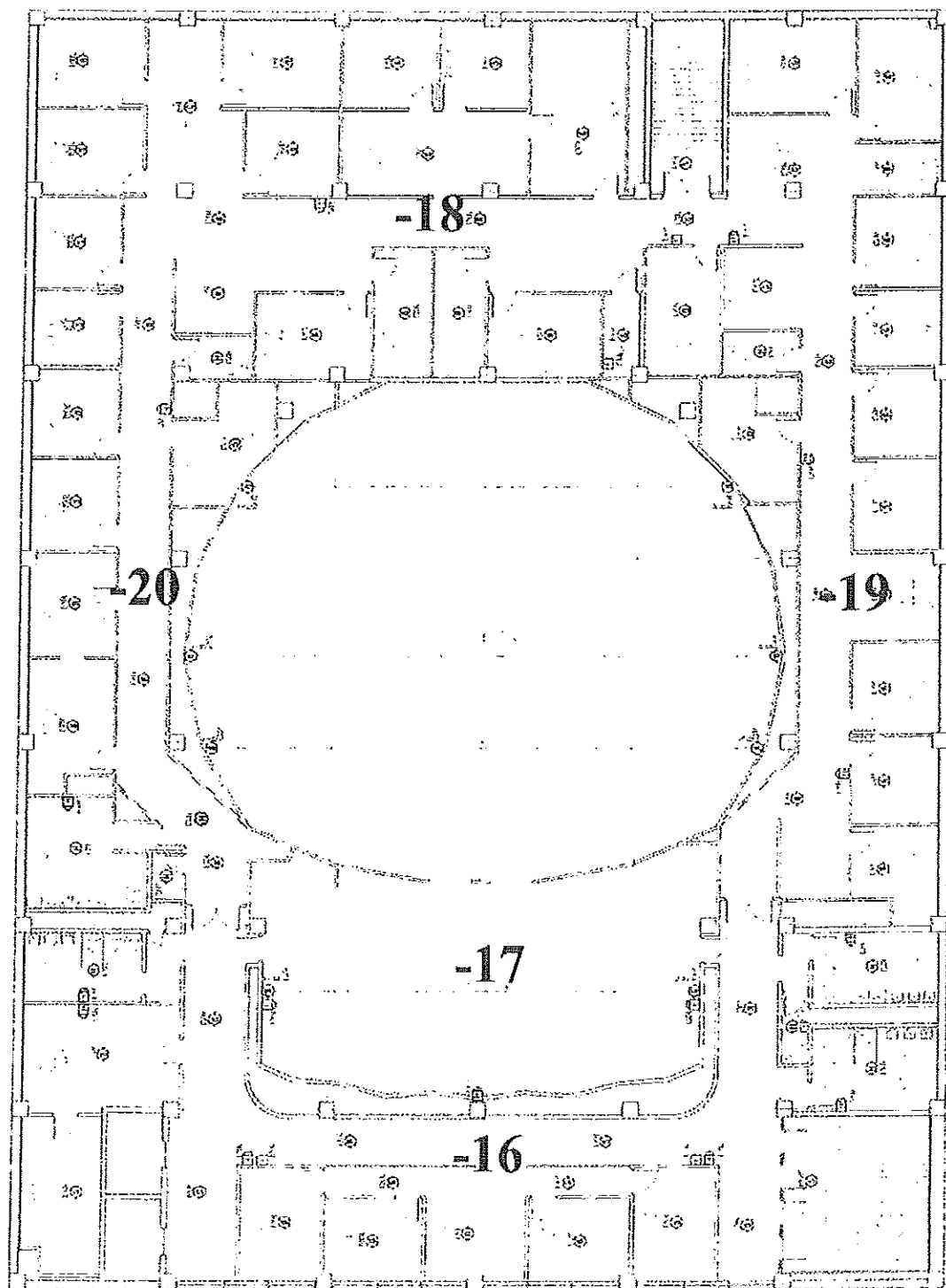


C1



HOUSE OF REPRESENTATIVES  
2nd FLOOR FIRE ALARM PLAN - DEMOLITION





HOUSE OF REPRESENTATIVES  
3rd FLOOR FIRE ALARM PLAN - DEMOLITION



# HOUSE OF REPRESENTATIVES MEMBER AND STAFF TRAVEL POLICY

May 18, 2017

## PURPOSE

The purpose of the Travel Policy is to ensure that House Members and Staff accurately document, request, and receive reimbursement for reasonable and appropriate expenses incurred while traveling in furtherance of official House business. Unless otherwise specified, these policies will apply to both House Members and Staff.

## REIMBURSEMENT FOR OFFICIAL HOUSE BUSINESS ONLY

Travel reimbursement is limited to expenses incurred in furtherance of official House business. Official House business consists of activities relating to the duties or responsibilities of the House Member's office or Staffer's position, and in no event shall include activities that are social or political in nature.

## PRIOR AUTHORIZATION

Travel expenses for which House Members and Staff seek reimbursement **MUST** be approved in advance by the Speaker or the Speaker's designee, and shall be determined on case-by-case basis. In addition, travel expenses incurred while conducting business for the House of Representatives must be necessary, reasonable, and appropriate. Any questions on appropriateness of travel should be directed to the Rules Attorneys, traveler's respective caucus General Counsel, and the House Accounting Office before being submitted for approval. In extraordinary circumstances, the Speaker may approve untimely travel authorization requests at his discretion if the traveler submits a request for approval as soon as practicable, explaining why authorization could not be obtained in advance.

## TRAVEL REQUEST FORMS

Prior approval must be obtained using the Travel Request Form. The Travel Request Form must contain all the required information, including the person who actually filled out the form on the traveler's behalf, and be submitted as soon as practicable before the travel date. The traveler must sign the Travel Request Form, certifying that he or she has reviewed the information on the form for accuracy.

## REIMBURSABLE EXPENSES

### ***Airfare***

The Traveler is responsible for booking their own flight and submitting for reimbursement as soon as practicable. When possible, airline fares should be purchased far enough in advance to take advantage of lower fares. The traveler should book the least expensive reasonable fares in coach or economy class. First class or its equivalent shall not be reimbursed. A traveler may upgrade to a higher class of travel—or make other arrangements, such as a seat selection, for which there is a charge—at his own expense. Should a traveler decide to upgrade to a higher class of travel at his own expense, he must prepay the entire air fare and then, at the conclusion of the trip, be reimbursed for travel at what would have been the economy fare.

The following expenses are not to be reimbursed: Upgraded Airline fees or fares; fares related to personal travel; cancellation fees and penalties incurred for personal reasons; charges related to



checked baggage containing personal effects in excess of two (2) pieces of luggage per trip; charges related to overweight checked baggage containing personal effects; or flight insurance.

Costs incurred when traveling to and from airport terminals using the most reasonable, customary and economical means are reimbursable.

The least expensive of using a privately owned vehicle (driven by the traveler) and terminal parking, or two (2) round trips using a private vehicle between the traveler's home or duty station and airport, or a fare for one (1) round-trip between one's home and airport in a taxicab, Uber, or Shuttle are reimbursable.

A traveler may be reimbursed for two (2) round trips between one's home and a common carrier terminal when the traveler is dropped off and picked up by a family member, friend, acquaintance, etc.

Reimbursement for terminal parking is limited to the lowest available daily rate for uncovered, long-term parking at a lot providing shuttle service to and from the terminal. The reimbursement amount is not to exceed the State rate.

A train or a bus may be used instead of an airplane when it is convenient and economical to do so, or a traveler may use a personal vehicle for personal reasons even though travel by common carrier would be the most economical and efficient. In such cases, the cost of meals, lodging, parking, and mileage incurred to and from the destination may be reimbursed. However, such reimbursements shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the airport terminals.

#### Airport Parking

The facilities listed below offer rates that comply with State reimbursement limits.

##### **Phoenix**

ParkingSpot (travelers need to present a House ID)

FastTrack / theParkingSpot 4040 E. Van Buren St., Phoenix, AZ (602) 286-9212, 24/7 service.

Sky Harbor Airport Parking 402 South 40th St., Phoenix, AZ (602) 273-7007, 24/7 service.

##### **Tucson**

Quick Park Quick Shuttle

- 6448 and 6550 South Tucson Blvd., Tucson, AZ (520) 294-9000, 24/7 Service.

- 6840 and 6920 South Tucson Blvd., Tucson, AZ (520) 294-9000, 24/7 Service.

Tucson International Airport Parking

- 7250 South Tucson Blvd., Tucson, AZ (520) 573-8100, 24/7 Service.

#### ***Automobile Travel***

When seeking authorization to travel by automobile, the traveler must specify whether he or she will use a privately owned vehicle and seek mileage reimbursement, or use an Arizona Department of Administration Fleet Management vehicle ("fleet vehicle"). The traveler should select the means of the automobile that is most reasonable and costs less, taking into account the daily fleet rental charge, the cost and estimated use of fuel, and the mileage reimbursement rate. The House Accounting Office can assist in determining this cost benefit.

The guidelines set forth immediately below are approximations that may be used to determine which modes of transportation are most economical, given the number of days of the in-State round trip. Variations arise from changes in fleet charges, fuel prices, imprecision in estimated trip length, size and fuel efficiency of the vehicle employed, etc.

When operating a motor vehicle on House business within the U.S., whether that vehicle is a State vehicle, rented or privately owned, the driver must possess a valid driver's license and the mandatory minimum insurance coverage as applicable in State Statute. A driver may be required to provide proof of driver's license and insurance coverage before travel is authorized.

### Fleet Vehicles

A fleet vehicle is not to be used as a substitute for one's private vehicle or other means of transportation for commuting, or solely for the convenience of the traveler, or because of the distance between one's home and the capitol.

Fleet vehicles are to be used only for transporting authorized individuals on official business for the State; the only individuals authorized to travel in a fleet vehicle are elected officials, state employees, and interns.

House Members are highly discouraged from considering the use of fleet vehicles, and will generally not be permitted to do so unless there is at least one Staffer or other House Member accompanying him or her on the trip.

### Private Vehicles

The private vehicle mileage reimbursement rate is used to calculate the reimbursement of expenses. Actual expenses of operating a vehicle (gas, oil, repairs, etc.) may not be reimbursed. Incidental expenses related to the use of a private vehicle (tolls, parking, etc.), may, however, be reimbursed.

Reimbursement for travel by private vehicle is allowed for travel on official business on the most practical direct route from the Capitol and the travel destination, or between a Traveler's personal residence and the travel destination, less commuting miles. This exclusion for commuting miles is based on one (1) roundtrip between home and the Capitol. Commuting miles must also be deducted for travel on weekends, holidays or other days upon which a traveler might not ordinarily work.

For all House Members, after June 1 of any even-numbered year, mileage may only be reimbursed for trips to and from the Capitol and the House Member's home, except with special permission from the Speaker obtained prior to travel. All mileage shall be documented and become public record.

Odometer readings or map mileage may be used for distances between cities and towns. The use of Internet mapping programs to determine map mileage is permissible provided that a printout of the mapping program's output showing the addresses of the origin and destination and the mileage calculation is included with the travel claim.

In computing mileage for reimbursement, mileage is to be rounded to the nearest mile using the 5/4 rounding method.

### Liability

If a traveler driving a personal vehicle on official House business is involved in an accident and found to be at fault, the traveler's liability insurance carrier is responsible to the limits of the policy. If the liability arising from the accident exceeds the limits of the traveler's insurance

coverage, the State's self-insurance program will cover the excess, if the traveler was acting within the course and scope of his employment. If a traveler driving a private vehicle on House business is involved in an accident, regardless of who is at fault, the State will not reimburse the traveler for any damage to the traveler's private vehicle.

### Rental Vehicles

If possible, use of a rental vehicle should be avoided. A traveler may use a rented motor vehicle for official House business if it is the most cost effective, economical or only available means of travel. A traveler's use of a rental vehicle requires Speaker pre-approval. A rental vehicle should be engaged only when it is necessary to enable or support the accomplishment of the travel's business purpose. Only elected officials and state employees should travel in the rented vehicle.

The actual cost of the motor vehicle rental fee, gasoline (excluding pre-paid gasoline), and CDW coverage must be purchased for out-of-State vehicle rentals only. Reimbursements are NOT allowed for pre-paid gasoline, optional upgrades purchased by the traveler that increase the rental cost, such as a vehicle with satellite radio, GPS, personal accident insurance, personal effects coverage, supplemental liability coverage, etc. A traveler should plan to have sufficient time to purchase gasoline for the rental vehicle before returning it to the rental agency. The use of rental vehicles in Mexico requires the approval of the auto rental agency, and special insurance from ADOA Risk Management.

### ***Meals***

Reimbursement rates for meals are proposed by the ADOA Director, reviewed and approved by the JLBC, and published by the ADOA. To be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and the House of Representatives.

Meals that are reimbursed to a traveler when the travel does not involve an overnight stay or a substantial period of sleep or rest are taxable income to the traveler.

Reimbursement for meals may not exceed the lesser of the actual amount paid for the meal and incidentals or maximum meal and incidentals reimbursement rate.

The meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed.

### ***Tips***

Tips paid in connection with a meal are considered as part of the cost of a meal. Tips paid to a cab or shuttle driver are considered as part of the cost of the cab or shuttle. Tips that exceed industry standards are not to be reimbursed.

### ***Lodging***

Reimbursement rates for lodging are proposed by the ADOA Director, reviewed and approved by the JLBC, and published by the ADOA. A traveler must be more than fifty (50) miles from both the traveler's residence. Taxes imposed by any authority with jurisdiction, such as state and local sales taxes, hospitality taxes, etc. may always be added to the published reimbursement rates to determine the total amount of a lodging reimbursement.

The House will NOT reimburse for mini-bar charges for alcoholic beverages or movies charged to the room.

The House, upon prior approval may reimburse hotel Internet, Wi-Fi or hot spot connections, hotel parking, resort fees (if hotel resort fees are non-discretionary), charges relating to a hotel mini-bar for non-alcoholic beverages, snacks and other foodstuffs, when these constitute a traveler's meal. These purchases, however, are subject to the limitations for meals and incidentals. Room service charges for non-alcoholic beverages and other foodstuffs, when these constitute a traveler's meal. These purchases, however, are subject to the limitations for meals and incidentals.

When State-reimbursed lodging is shared with a family member, unless the family member is also on State business, the amount of reimbursement shall not exceed the amount that would have been allowed had the traveler been lodging alone, i.e., the total single room rate.

When it is the Speaker's decision to postpone or cancel a hotel reservation for a traveler, the cost of the cancellation is to be borne by the House. When the traveler's error, mere convenience, or personal reasons that are not serious, unpredictable and unavoidable, the cost is to be borne by the traveler.

#### ***Non-Session Member Per Diem***

Outside of the legislative session, House Members not serving in a House Leadership role are eligible to receive *per diem* for a maximum two times per pay period for any official House business he or she may conduct at the Capitol in Phoenix or at the Tucson office. The in-county per diem rate applies to House Members within Maricopa County, and to House Members within Pima County traveling to the Tucson office. The out-of-county rate applies to House Members not in Maricopa or Pima County, and to House Members in Pima County traveling to the Capitol in Phoenix.

Days on which House Members attend special meetings of committees they are assigned to will not count toward their two times per pay period maximum.

#### **TRAVEL CLAIM FORM**

Travelers must submit a signed Travel Claim Form to be approved by the Speaker or designee before the travel expenditures are reimbursed. Until further notice, Form GAO-503EZ is the correct travel claim form to use. This form can be found in your computer templates or from the House Accounting Office.

The travel claim form should contain all the information seeking for reimbursement and must be submitted as soon as practicable after the travel is completed, but in no event more than 60 days after the travel. The traveler must sign the travel form, certifying that he or she has reviewed the information on the claim form for accuracy. When someone other than the traveler prepares the information on the form, the preparer's name must be printed in the upper right corner of the form.

Unless a specific exception exists, for an employee to qualify for reimbursement, receipts for travel-related expenditures must be collected.

Except reimbursement using the mileage rate, reimbursement of travel expenses is limited to those actual expenses incurred while traveling on official House business.

The receipts are to be submitted to the House Accounting Office with each signed travel reimbursement form. The list of receipts required to obtain reimbursement is as follows:

**Registration-** the invoice showing the conference name, date, location and proof of payment.

**Hotel reimbursement-** an itemized bill that shows the date, room rate, taxes, etc.

**Airfare reimbursement-** the flight itinerary showing the traveler's name, flight number, time of travel, travel destination and proof of payment. (Credit card statements are not sufficient.)

**Uber, Taxi, shuttle or parking-** receipts showing the service provided, date and amount paid.

**Mileage reimbursement-** the actual odometer readings, or Google Maps, Mapquest, etc. showing the "To" and "From" address and the number of miles.

**Meals-** original receipt showing what was ordered, how many meals, etc. If the original bill is not available you may indicate which meal (B=breakfast, L=lunch, D=dinner) and the dollar amount, up to the maximum meal allowance for that location. Note: If a meal is included with the conference registration and the traveler decides not to eat the conference provided meal, that meal will not be reimbursed since it was already paid for with the conference registration. The same applies to breakfast provided by the hotel.

All required receipts and are collected, reviewed, verified and retained by the House Accounting Office. All House generated travel documentation related to travel must be maintained in accordance with the Records Retention Schedules.

### **EFFICIENCY AND ECONOMY**

To the extent reasonably possible under the circumstances, travelers should use the most beneficial and cost effective travel alternative. Travelers should select transportation alternatives based on the most reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Travel planning should begin far enough in advance to take advantage of discount or reduced rates for transportation, lodging, and the least number of meal expenses. Documentation demonstrating the efficiency and economy of the chosen method of travel will be required.

### **NO REIMBURSEMENT OF AVOIDABLE EXPENSES FOR PERSONAL REASONS**

A traveler may be reimbursed for charges or fees relating to cancellations, re-bookings, early or late arrival or departure charges, or charges related to changes involving reservations or travel arrangements, but in no event shall a traveler be reimbursed for charges incurred for personal reasons or charges that are considered avoidable.

### **REIMBURSEMENT RATES**

Rates are established by the ADOA, reviewed by the JLBC, and published the ADOA. Any exception to reimbursing more than the published rates requires special approval from the Speaker. This is generally granted through a separate memo from the traveler to the Speaker explaining the circumstances that requires an exception to the published rates. The memo must be signed by the Speaker and submitted to the House Accounting Office. See the House Accounting Office for the current rates.

### **CONFERENCE TRAVEL**

Attendance at conferences, conventions, training sessions, meetings and similar events should be arranged to minimize the cost of travel, meals and lodging. Participation in such events should be limited to the fewest number of House personnel needed to effectively accomplish the objective.

No reimbursement shall be made for recreational or social activities that may be offered in connection with a conference. Lodging reimbursements related to these events may not exceed the single room rate published in the conference brochure for the conference designated lodging. Reimbursements of meal costs may be allowed when the meal is not included in the conference fee.

### **POTENTIAL SCHOLARSHIP**

If the House is paying for travel expenses up front with the expectation that a third-party is reimbursing the House for travel expenses, the traveler **MUST** still follow the House travel rates and policies.

### **DEPARTMENT TRAVEL PLANS**

Each Department Head shall submit to the Speaker a proposed travel plan outlining all planned or anticipated travel costs for staff education and training to occur during each interim. Such plans must be reasonable and justifiable, and submitted at the beginning of each interim. Should a training or education opportunity arise thereafter, it may also be submitted for consideration.

Travel plans will be subject to approval by the Speaker, and considered in light of the overall House budget framework for the year.

### **TRAVEL POLICY EXCEPTIONS**

The Speaker is the sole individual that may approve exceptions to the House Travel Policy. Approval should be secured in writing before obligating the State and, in all cases, the Speaker's approval is required before payment is made. This Travel Policy is subject to future modification by the Speaker.

# ARIZONA STATE LEGISLATURE

Fifty-third Legislature - First Regular Session

## COMMITTEE ATTENDANCE RECORD

COMMITTEE ON HOUSE ADMINISTRATION COMMITTEE

CHAIRMAN: Mr. Shope VICE-CHAIRMAN: \_\_\_\_\_

DATE	5-18/17	/17
CONVENED	10:13 am	m
RECESSED		
RECONVENED		
ADJOURNED	11:14 am	
MEMBERS		
Mrs. Blanc	✓	
Mrs. Fernandez	✓	
Mr. Leach	✓	
Ms. Townsend	✓	
Mr. Shope, Chairman	✓	

✓

Present

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Absent

exc Excused